

INDIVIDUAL ORIGINAL/RENEWAL APPLICATION GUIDELINE

1. Application process: Please thoroughly review all documents before submitting to the Private Security Bureau. However, make sure you perform all preliminary checks such as pre-employment verification as well as visiting the PSB website to see if the registrant does not have an (active) registration on file. Provided is a link to perform an individual search:
http://www.txdps.state.tx.us/psb/individual/individual_search.aspx.

Originals Applications (Manual-process):

1. Make sure you have the most recent application form from PSB. All forms are located on PSB website at <http://www.txdps.state.tx.us/psb/forms/index.htm>.
2. Ensure the appropriate registration type has been properly checked.
3. If you are required to submit fingerprints: (a) check the FBI Fee box; (b) check the appropriate box response: Attached fingerprint cards; or FAST receipt; or [PSB-49](#) Peace Officer Fingerprint Waiver form (Do not use for Commissioned and/or Personal Protection Officer) or [PSB-00](#) Peace Officer Training and Fingerprint Waiver (This form is for Commissioned Security Officer and/or Personal Protection Officer Only.) Ensure the Company Name and License Number is available
4. Make sure the applicant pertinent information, such as the name, DOB, TX driver license and etc. are marked and clearly legible.

Backside of Original Application (Manual process):

1. Ensure all questions are answered and clearly marked.
2. Make sure you have captured the applicant's signature and date.
3. All Owner/Manager make sure you have a hired date for the applicant.
4. All Owner/Manager make sure you sign and date this form.

Original Manual Process checklist:

1. Application completed properly (Front and Back)
2. Attached fingerprint cards; or FAST receipt; or [PSB-49](#) Peace Officer Fingerprint Waiver form (Do not use this form for Commissioned and/or Personal Protection Officer); or [PSB-00](#) Peace Officer Training and Fingerprint Waiver (This form is for Commissioned Security Officer and/or Personal Protection Officer Only.)
3. Submit level of training –Level II, III or IV (if required)
4. Submit the statutory Registration fee and FBI Fee.
5. Note: All documents submitted by mail along with fees to PSB must have the [PSB-50](#) (Application and Fee Submission Form) attached.

Originals Applications (TOL-process):

1. Make sure you have the most recent application form from PSB. All forms are located on PSB website at <http://www.txdps.state.tx.us/psb/forms/index.htm>.
2. Original online application(s) can be performed using TexasOnline at this link <http://www.txdps.state.tx.us/psb/licenses.aspx?agency=44&instance=tcps>.
3. Ensure the appropriate registration type has been selected.

4. If fingerprints are required select the FBI Fee to pay the appropriate fees. You can select “continue” to schedule the applicant for fingerprinting through IBT electronic fingerprint process.
5. Pay all required fees by credit card, ACH (automated checking) or Bulk payment process.
6. Print the receipt page. The receipt page must be signed by the (a) Applicant and (b) Owner/Manager.

Original TOL Process checklist:

1. Ensure you have the printed receipt page. Make sure all appropriate signatures are present.
2. Attach fingerprint cards; or FAST receipt; or [PSB-49](#) Peace Officer Fingerprint Waiver form (Do not use this form for Commissioned and/or Personal Protection Officer); or [PSB-00](#) Peace Officer Training and Fingerprint Waiver (This form is for Commissioned Security Officer and/or Personal Protection Officer Only.)
3. Submit level of training –Level II, III or IV (if required)
4. Submit appropriate background history questionnaire page. Make sure all appropriate signatures are present.

Original application problems:

1. Missing registration type
2. Incorrect or Missing fees submitted
3. Missing or Wrong Company Name and license number
4. Incorrect or Missing Social Security Number
5. Missing or Misspelled applicant’s name
6. Incorrect, Misspelled or Incomplete applicant’s address
7. Missing applicant’s demographics
8. Incomplete or Missing History background Questions
9. Missing or Pre-dated applicant’s employment date
10. Missing Applicant signature and date
11. Missing Owner/Manager signature and date
12. Missing Training (if required)

Renewals Manual process:

1. Make sure you have the most recent application form from PSB. All forms are located on PSB website at <http://www.txdps.state.tx.us/psb/forms/index.htm>.
2. Perform an individual search on PSB website at http://www.txdps.state.tx.us/psb/individual/individual_search.aspx to ensure the applicant has an active registration.
3. Ensure all information requested has been completed and the appropriate registration has been marked.
4. **Note: Make sure applicant has not been expired 0-90 days or over 90 days. If so, late fees are required.**
5. Submit the statutory renewal fee.
6. Submit training documents (if required).
7. Note: All documents submitted manually to PSB must have the [PSB-50](#) (Application and Fee Submission Form) attached

Renewals TOL process: (note: cannot renew before 60 day expiration date)

1. Renewal online application(s) can be performed using TexasOnline at <http://www.txdps.state.tx.us/psb/licenses.aspx?agency=44&instance=tcps>
2. Submit the renewal receipt page (not necessary)
3. Submit training (if required)

Renewal Application Problems:

1. Submitting an original application and the applicant has not expired.
 - If the applicant has not been expired for over a year, a renewal form should be submitted.
 - If the applicant changed companies and has not been expired over a year, a renewal form and Employee Information Update (EIU) form must be submitted. **(Note: please submit both forms together; however PSB recognizes many companies have submitted both forms and still receive an incomplete letter. This is mainly due to how the mail is received in PSB and processing of application. If you submitted both documents, please disregard the “Incomplete” letter).**
2. Missing or Wrong Company Name or license number
3. Missing or Wrong registration type
4. Missing or Inappropriate fee(s)
5. Missing training (if required)

❖ **Criminal History:**

Criminal History Process:

1. Prior to making a commitment to hire an individual, perform an individual search on the PSB website at www.txdps.state.tx.us/psb/individual/individual_search.aspx to verify if the individual has been previously disqualified. (i.e. summary suspended, summary denied and summary revoked)
2. If the applicant has answered “yes” to any question on the original application background questionnaire, please submit certified court documents or DD214 –Member 4 form.
3. Please allow at least 48 hours to process all court documents before calling.
4. Please ensure all instructions outlined in the “Incomplete letters” are followed. Otherwise this may cause a delay in processing your application background.

Criminal History Problem:

1. Receive several calls from applicants to have PSB perform pre-employment checks.
2. Court documents are being faxed without the PSB summary suspension, denial or revocation letter attached. **(Note: Please ensure you provide a cover sheet with the employee's name, SSN, or date of birth).**
3. Applicant's who have a criminal history are not allowing PSB the 48 hours processing time.
4. Inappropriate documents from the sheriff office or police department are being submitted from processing. Criminal History can only process certified court documents.

